

Minutes
Board of Directors of Citizens Nursing Board of Harford County
Monthly Meeting
Thursday, August 23, 2018
9:30 AM

In attendance:

Board Members: Joyce Jordan, Chairperson, Wendell Baxter, Treasurer, Robert Greene, Jackie Panowicz and Gina Shaffer members

Staff: Pete Panos, Administrator, Cassie Evering, Director of Nursing, and Cindy Quimby, Director of Business Operations

Chairperson Jordan called the meeting to order at 9:40 AM. It was determined there was not a quorum in attendance. Approval of minutes from the May 24th, June 21st, June 28th and July 26th meeting will be tabled until quorum is achieved.

The next regular board meeting is scheduled for Thursday, September 27, 2018 at 9:30 AM.

Report from Cindy Quimby, Director of Business Operations

Census, Volunteers and Visitors

There were a total of 21 admissions, 13 discharges and 2 deaths in the month of July. Volunteer hours for June were 1,182. The Red Cross Blood Drive is scheduled from 9:00 – 2:30 PM on August 28th in the Chesapeake Room. The Guild's annual membership drive fundraiser and dinner is scheduled for September 11th at 5 PM. The Alzheimer's Walk is scheduled for October 6th at 9 AM at Ripken Stadium.

Human Resources Report

For the month of July there 3 new hires and 6 terminations. The facility wide turnover rate for July 2018 was 2.62% and 0.39% for July 2017.

Business Operations Report

FY 18 year end

FY 18 year end reconciliations continue and the CPA firm of Schiavi, Wallace & Rowe will begin the FYE 6/30/18 audit the week of September 4th.

Healing Touch

On August 16th, Carol Vann provided Meditation and Healing Touch Therapy to 17 employees.

Medicaid Assistance Cases

Permanent guardianship of person and property was awarded to a long term resident who did not have a pay source. We were then able to obtain Medical Assistance approval. We also attended an appeal at the local Department of Social Services for a resident who applied for medical assistance but did not provide documents in a timely manner. We are waiting for the decision.

Annual Reimbursement Seminar

Cindy attended the annual reimbursement seminar held by the auditing firm of Schiavi, Wallace & Rowe held on July 24th. Topics on the agenda were upcoming changes in Medicaid and Medicare reimbursements.

2018 Maryland Nursing Home Family Experience of Care Survey

The State of Maryland has contracted with Market Decisions Research firm to conduct the family survey. 157 names were provided. On 10/15/18, the first surveys will be mailed, followed up with a postcard reminder, and a second survey. The cutoff date is 1/11/19 and analysis and reports are expected in late January/early February 2019.

Report from Cassie Evering, Director of Nursing

Nursing Report

The primary focus over the last month has been staffing. We obtained a mailing list of GNAs and CMAs in the state. 3 cycles of recruitment cards were mailed out and we have had a positive response. Several staff meetings have been held with the nursing employees to thank them for their support and to let them know the steps being taken to hire new staff.

Report from Pete Panos, Administrator

Attendance Reward

The August attendance reward drawing will be held on 9/20/18. There were 197 eligible employees for June and 228 for July.

Written Concerns

There were 4 written concerns and 5 loss and breakage reports. All but one has been resolved.

Nursing Home Eligibility Hearings

Hearings were conducted on July 31st to determine if 2 residents were clinically eligible for nursing home care. One was dismissed after reviewing records and the other case went forward. We are awaiting that decision.

Solar Panels

The Harford County project manager was called to inquire about county requirements for solar panels. We will evaluate to see if it is feasible.

Upper Chesapeake Office Space Rental

Our Admissions Director has occupied office space at Upper Chesapeake in Bel Air for some years for the purpose of reviewing potential admissions. Effective 9/7/18, University of Maryland system is discontinuing this rental. The Admissions Director will find a suitable place to work at the hospital.

Cameras for Day Room

We are obtaining quotes from LSSI for cameras in 4 day rooms.

Window Replacement – Harbor View

We have received another bid to replace the 47 windows, stone panels and trim on Harbor View. The bid is substantially lower than the first bid and we will reach out to the vendor to make sure they are fully aware of the project.

Legal Issue

On 8/2/18, the son of a former resident filed a claim on behalf of his deceased mother. The case is currently with our attorney Eric Rhoades and is in Health Care Alternative Dispute Resolution Office.

Discussion of Old/New Business**Adjournment**

The meeting adjourned at 11:125 AM.